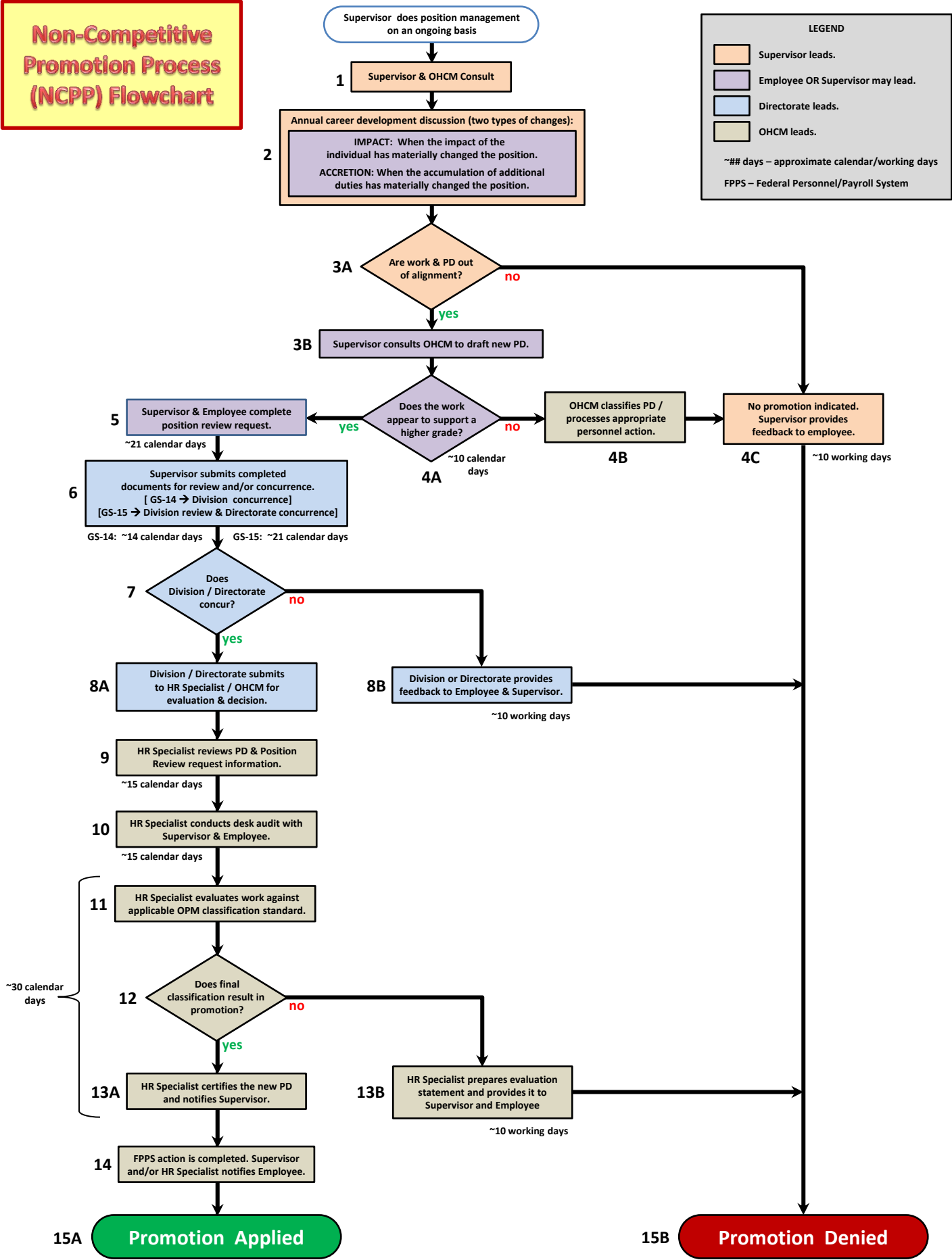


Non-Competitive Promotion Process (NCP) Flowchart



Specific Guidance for Non-Competitive Promotion Process (NCP) Flowchart

(numbers align with flowchart item numbers)

Successful Non-Competitive Promotion Process:

1. As good position management dictates, when new work comes in, the default should be to compete the work unless only one candidate is truly qualified. OHCM should be consulted to determine appropriate course of action.
2. The Supervisor and Employee shall incorporate career development discussions at least annually, at a minimum. Discussions can occur at any time as appropriate, e.g., where the magnitude of work has changed dramatically (the Position Description (PD) no longer reflects the work scope/level). The Supervisor and Employee are responsible for discussing career opportunities within the current position and external to the current position.
3. A) Is the Employee's current work out of alignment with the Employee's PD? If yes, continue to step 3B. If no, continue to step 4C.
B) Supervisor drafts a new PD, Employee may participate.
4. A) In consultation w/OHCM, does the work appear to be at a higher level? If yes, continue to step 5. If no, continue to step 4B (*estimated time of completion – 10 calendar days*).
B) OHCM classifies PD and processes personnel action as appropriate, e.g., re-description of duties, reassignment. Continue to step 4C.
5. Supervisor/Employee completes a Position Review Request for Non-Competitive Promotion. These elements comprise the "promotion package" (*estimated time of completion – 21 calendar days*).
6. For promotion to GS-14, the Supervisor submits promotion package to the Division Chief for concurrence (*estimated time of completion – 14 calendar days*). For promotion to GS-15, the Supervisor submits promotion package to the Division Chief for review and to the Directorate Head for concurrence (*estimated time of completion – 21 calendar days*).
7. If Division/Directorate concurs (as appropriate), continue to step 8A. If not, continue to step 8B.
8. A) Submit promotion package to HR Specialist/OHCM for evaluation and decision.
9. The HR Specialist reviews promotion package (*estimated time of completion – 15 calendar days*).
10. HR Specialist conducts a desk audit (*estimated time of completion – 15 calendar days*).
11. The HR Specialist evaluates work against applicable OPM classification standard(s) based on all information gathered.
12. If the review supports an increase in grade, continue to step 13A. If not, continue to step 13B.
13. A) The HR Specialist certifies the new PD and notifies the supervisor (*estimated to complete steps 11,12 & 13A – 30 calendar days*).
14. A Federal Personnel/Payroll System (FPPS) action is prepared to effect the promotion. The Supervisor and/or OHCM notifies the Employee. The process time is in accordance with NSSC practices.
15. A) The Employee is promoted.

Unsuccessful Non-Competitive Promotion Process*:

If the answer is no to decisions at steps 3, 4, 7 or 12, no promotion is indicated and the following actions occur depending on which step resulted in that result.

4. C) Supervisor provide feedback to Employee (*estimated time of completion – 10 working days*).
8. B) Directorate provides feedback to Employee and Supervisor (*estimated time of completion – 10 working days*).
13. B) The HR Specialist prepares an evaluation statement documenting the position review and why the higher grade was not supported. The HR Specialist provides the evaluation statement to the Supervisor and Employee along with options for appeal. Employees dissatisfied with this outcome may file a classification appeal (*estimated time of completion – 10 working days*).
15. B) The employee is not promoted.

* Employee may refer to the Reconsideration Under NCPP Document if not satisfied with the outcome.